

DD/A Registry

85-0431

ROUTING AND RECORD SHEET

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Director of Information Services
1206 Ames

EXTENSION

NO.

UIS 85-059

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA

12 FEB 1985

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Thought you might be interested in seeing the results of the FY-84 Annual Records Inventory prepared by the Information Resources Management Division. Although this report is no longer required by the National Archives and Records Service, the Agency will continue to conduct an annual inventory in an effort to monitor our records holdings.

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Very good report!

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29 January 1985

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Information Resources Management Division

SUBJECT: Annual Records Inventory for FY-84

1. The records inventory reports submitted by the four Directorates and the DCI Area show that the Agency, as a whole, reduced its records holdings in office space by 10,700 cu. ft. in FY-84. During this same period, records stored in the Agency Archives and Records Center (AARC) increased by 4,807 cu. ft., for a net decrease of 5,893 cu. ft. in Agency records holdings. The pie charts attached at Tab A illustrate the percentage of records holdings each Directorate and the DCI Area had in the office area and at AARC for FY-84 and FY-83. The graph under Tab B shows trends in Agency records held in the office area and at AARC for the past five years. The graph under Tab C shows trends in volume of records holdings held in office areas by the Agency, Directorates, and DCI Area for FY-77 through FY-84.

2. An analysis of the overall data submitted shows two categories of paper records where major reductions occurred: (1) odd-size material-minus 6,122 cu. ft. and (2) reference material-minus 10,510 cu. ft. Conversely, two types of files had substantial increases: (1) office files-plus 4,701 cu. ft. and (2) card size-plus 2,646 cu. ft. In the category of magnetic records; computer tapes decreased by 4,367 tapes, while audio tapes, video tapes, and disc packs increased by 7,447 tapes, 4,409 tapes and 360 disc packs, respectively. Two types of microform records also showed reductions; a minus 2,036 reels of 16mm film and a minus 693 linear feet of microfiche.

3. While there were differences in every category of record, some minute and others rather substantial, it is difficult to draw any conclusions from these figures. These changes could have resulted from a variety of reasons-the method used to measure, the conscientiousness or experience of the individual conducting the inventory, and the possibility that some material was inadvertently not measured either this year or last year. In an effort to standardize the way records are measured and to help avoid overlooking a collection of records, IRMD/IMB is looking at ways to improve the inventory form by highlighting changes in individual types of holdings.

4. For a more in-depth look at the FY-84 records inventory, we have attached at Tab-D the individual Annual Reports of Records Holdings (Form 3581), and at Tab-E the spread sheets keyed to Form 3581 showing cubic footage held plus statistics for magnetic and microform records.

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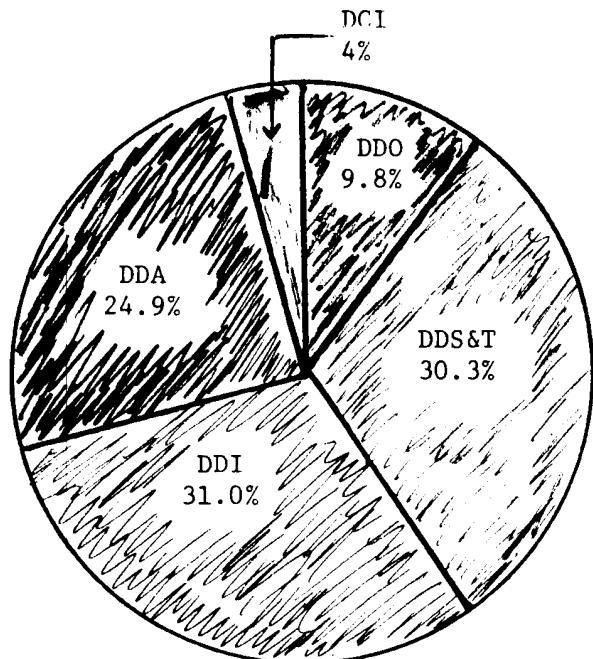


Attachments:
As stated

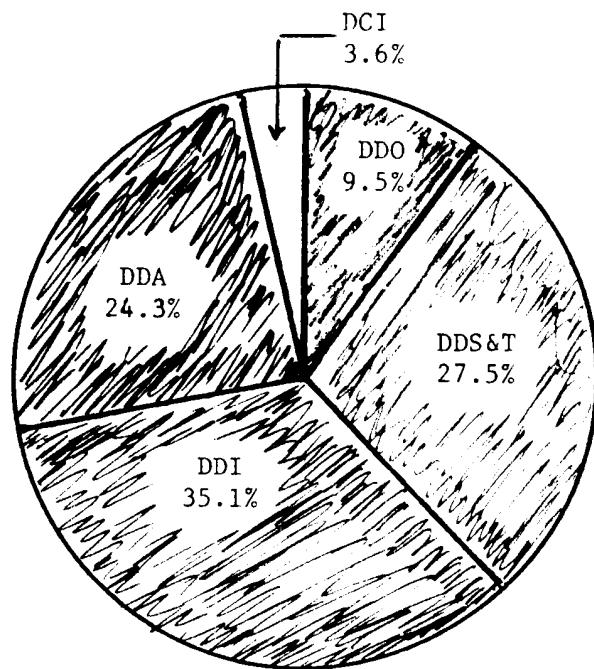
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DISTRIBUTION OF AGENCY RECORDS HOLDINGS
BY DIRECTORATES and DCI Area
For FY-83 and FY-84

Held in Office Areas

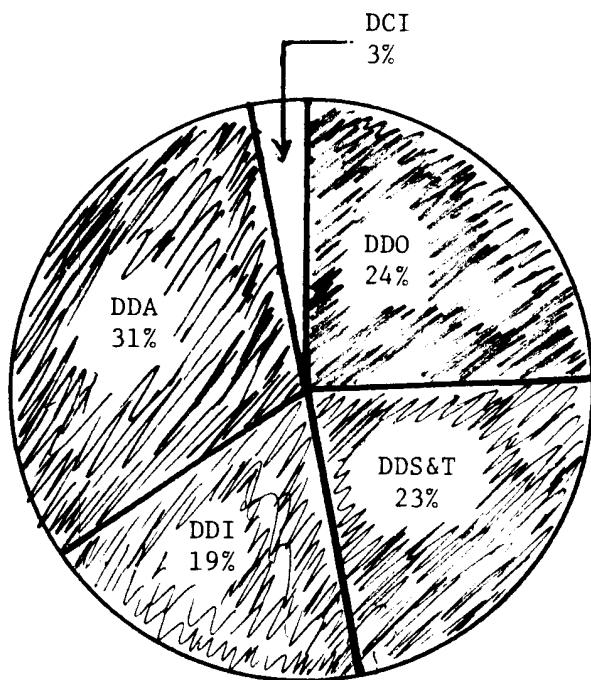


FY-84

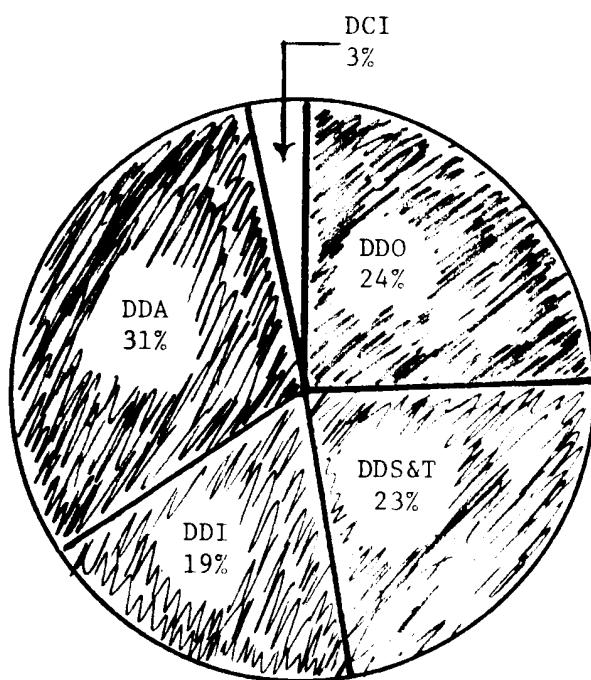


FY-83

Held in Agency Records Center



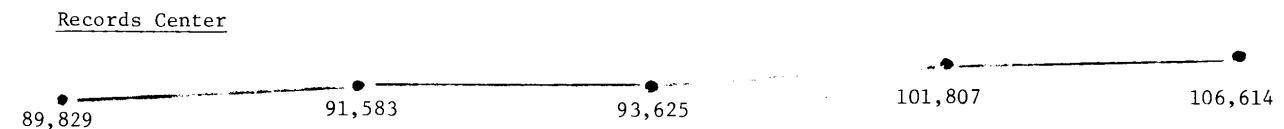
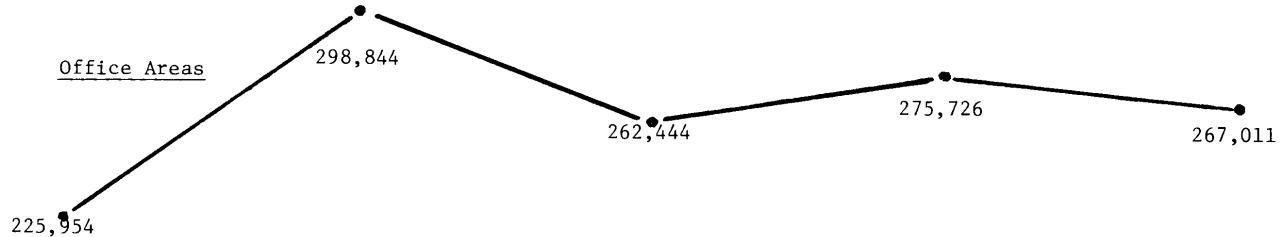
FY-84



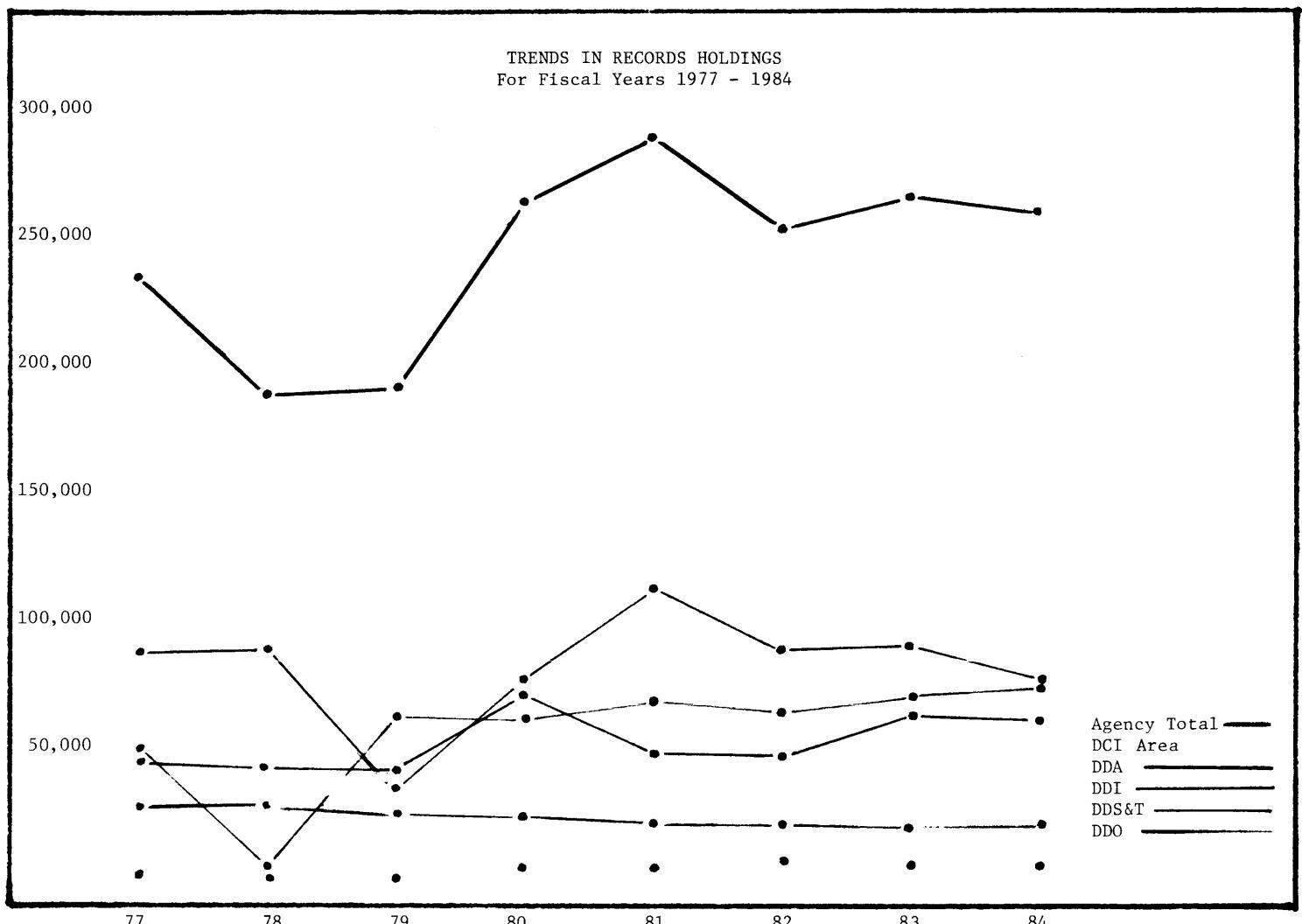
FY-83



AGENCY RECORDS HOLDINGS
Office Area and Records Center
(Figures Represent Cubic Feet of Records)



2



ANNUAL REPORT OF RECORDS HOLDINGS			NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO:		FROM: (Directorate and Office) Central Intelligence Agency		
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET 129,431	CUBIC FEET 129,431
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				8,362
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			26,400	26,400
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			80,587	80,587
5. MAGNETIC RECORDS		Computer Tapes	NUMBER 101,090	111111111111 1111 ÷ 7 = 1111 14,442
		Audio Tapes	37,877	111111111111 1111 ÷ 20 = 1111 1,897
		Video Tapes	16,028	111111111111 1111 ÷ 7 = 1111 2,287
		Disc Packs	1,663	111111111111 1111 ÷ 2 = 1111 828
		Word Processing Magnetic Tapes	4,988	111111111111 1111 ÷ 72 = 1111 72
		Word Processing Magnetic Cards		111111111111 111111111111 57 ÷ 6 = 8
		Magnetic Diskettes 5 1/4"		111111111111 111111111111 366 ÷ 5 = 74
		Magnetic Diskettes 8"		111111111111 111111111111 1,575 ÷ 2 = 774
		Paper Tapes (on reels)	165	111111111111 1111 ÷ 72 = 1111 2
6. MICROFORM RECORDS		Reels	NUMBER (16mm) 35,655	16mm ÷ 84 = 111 425
			NUMBER (35mm) 14,976	35mm ÷ 54 = 111 279
		Aperture Cards		2,695 ÷ 6 = 450
		Microfiche		4,329 ÷ 6 = 724
7. TOTAL VOLUME ON HAND (1 through 6)				267,011
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				277,711
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	----- - 10,700
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

ANNUAL REPORT OF RECORDS HOLDINGS			NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO:	FROM:	(Directorate and Office)		
IRMD/OIS/DDA	DCI/RMO			
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 5,058
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				223
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				319
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				4,821
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 48	/ / / / / / / / / / / / ÷ 7 = / / / /	6
	Audio Tapes	428	/ / / / / / / / / / / / / / ÷ 20 = / / / /	22
	Video Tapes	116	/ / / / / / / / / / / / / / ÷ 7 = / / / /	16
	Disc Packs	26	/ / / / / / / / / / / / / / ÷ 2 = / / / /	13
	Word Processing Magnetic Tapes	72	/ / / / / / / / / / / / / / ÷ 72 = / / / /	1
	Word Processing Magnetic Cards	15	/ / / / / / / / / / / / / / ÷ 6 = / / / /	3
	Magnetic Diskettes 5 1/4"	130	/ / / / / / / / / / / / / / ÷ 5 = / / / /	26
	Magnetic Diskettes 8"	365	/ / / / / / / / / / / / / / ÷ 2 = / / / /	183
	Paper Tapes (on reels)	100	/ / / / / / / / / / / / / / ÷ 72 = / / / /	1
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 742	NUMBER (35mm)	16mm ÷ 84 = / / / / 35mm ÷ 54 = / / / /
	Aperture Cards			÷ 6 =
	Microfiche		89	÷ 6 =
7. TOTAL VOLUME ON HAND (1 through 6)				10,716
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				10,105
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	+ 611 -----
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

ANNUAL REPORT OF RECORDS HOLDINGS			NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: IRMD/OIS/DDA		FROM: DDA/RMO	(Directorate and Office)	
1. OFFICE FILES: Correspondence, Cases, Etc.			LINEAR FEET	CUBIC FEET 35,353
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				684
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				1,681
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				16,365
5. MAGNETIC RECORDS		Computer Tapes	NUMBER 61,406 $\cancel{111111111111} \div 7 = \cancel{1111}$	8,772
		Audio Tapes	34,058 $\cancel{111111111111} \div 20 = \cancel{1111}$	1,704
		Video Tapes	6,933 $\cancel{111111111111} \div 7 = \cancel{1111}$	990
		Disc Packs	902 $\cancel{111111111111} \div 2 = \cancel{1111}$	451
		Word Processing Magnetic Tapes	4,608 $\cancel{111111111111} \div 72 = \cancel{1111}$	64
		Word Processing Magnetic Cards	$\cancel{111111111111} \div 6 =$	1
		Magnetic Diskettes 5 1/4"	$\cancel{111111111111} \div 5 =$	20
		Magnetic Diskettes 8"	$\cancel{111111111111} \div 2 =$	218
		Paper Tapes (on reels)	$\cancel{111111111111} \div 72 = \cancel{1111}$	
6. MICROFORM RECORDS		Reels NUMBER (16mm) 7,520	NUMBER (35mm) $16mm \div 84 = \cancel{11}$ $35mm \div 54 = \cancel{111}$	89 37
		Aperture Cards	$\cancel{111111111111} \div 6 =$	7
		Microfiche	$\cancel{111111111111} \div 6 =$	91
7. TOTAL VOLUME ON HAND (1 through 6)				66,516
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				67,432
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	----- - 916
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

ANNUAL REPORT OF RECORDS HOLDINGS			NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.	
TO: IRMD/OIS/DDA		FROM: (Directorate and Office) DDO/RMO		
1. OFFICE FILES: Correspondence, Cases, Etc.		LINEAR FEET		CUBIC FEET 24,840
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.				315
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				169
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				
5. MAGNETIC RECORDS	Computer Tapes	NUMBER 515	111111111111 1111 ÷ 7 = 1111	74
	Audio Tapes	2,010	111111111111 1111 ÷ 20 = 1111	101
	Video Tapes	932	111111111111 1111 ÷ 7 = 1111	133
	Disc Packs	216	111111111111 1111 ÷ 2 = 1111	108
	Word Processing Magnetic Tapes	258	111111111111 1111 ÷ 72 = 1111	4
	Word Processing Magnetic Cards		111111111111 1111 ÷ 6 =	2
	Magnetic Diskettes 5 1/4"		111111111111 1111 ÷ 5 =	4
	Magnetic Diskettes 8"		111111111111 1111 ÷ 2 =	12
	Paper Tapes (on reels)		111111111111 1111 ÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 9,270	NUMBER (35mm) 1,555 16mm ÷ 84 = 111 35mm ÷ 54 = 111	110 29
	Aperture Cards		111111111111 1111 ÷ 6 =	
	Microfiche		111111111111 1111 ÷ 6 = 919	153
7. TOTAL VOLUME ON HAND (1 through 6)			26,053	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR			26,326	
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE DECREASE	----- - 272
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

CIA
ANNUAL REPORT OF RECORDS HOLDINGS
For 1984
(Figures Represent Cubic Feet of Records)

1.	2.	3.	4.	5.												6.	7.	8.	9.				
				Office	Card-	Odd-	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ
Files	Size	Size	Mater	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	Total	Total	83/84				
1984	5,058	223	319	4,821	6	22	16	13	1	3	26	183	1	9			15	10,716	10,105	+611			
1983	35,353	684	1,681	16,365	8,772	1,704	990	451	64	1	20	218	89	37	7	91	66,516	67,432	-916				
DIFF	28,748	3,605	18,191	29,421	1,131	27	578	43	1		14	165	109	151	358	272	82,814	97,568	-14,754				
1984 Total	35,432	3,535	6,040	29,980	4,459	43	570	213	2	2	10	176	1	108	62	85	193	80,912	76,280	+4,632			
1983 Total	24,840	315	169	74	101	133	108	4	2	4	12		110	29			153	26,053	26,326	-273			
1984 TOTAL	129,431	8,362	26,400	80,587	14,442	1,897	2,287	828	72	8	74	774	2	425	279	450	724	267,011	277,711	-10,700			
1983 TOTAL	124,730	5,716	32,522	91,097	15,073	1,521	1,660	653	66	25	148	508	449	276	437	837	277,711						
Difference	+4,701	+2,646	-6,122	-10,510	-631	+376	+627	+175	+6	-15	-74	+266	+2	-24	+3	+13	-113	-10,700					

CIA
ANNUAL REPORT OF RECORDS HOLDINGS
Statistics for Magnetic and Microform Records
For 1984

OPI OFFICE	5.												6.		
	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro		
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche		
	(Number) (Linear	Feet) (Number		(Linear	Feet) (Linear	Feet)
DCI	48	428	116	26	72	15	130	365	100	742					89
DDA	61,406	34,058	6,933	902	4,608	8	100	504		7,520	1,984	43			545
DDI	7,914	522	4,049	83	50		68	330		9,086	8,141	2,142			1,628
DDS&T	31,207	859	3,998	436		22	46	352	65	9,037	3,296	510			1,148
DDO	515	2,010	932	216	258	12	22	24		9,270	1,555				919
1984 TOTAL	101,090	37,877	16,028	1,663	4,988	57	366	1,575	165	35,655	14,976	2,695			4,329
1983 TOTAL	105,457	30,430	11,619	1,303	4,717	152	735	1,015	0	37,691	14,942	2,623			5,022
Difference	-4,367	+7,447	+4,409	+360	+271	-95	-369	+560	+165	-2,036	+34	+72			-693

DCI
ANNUAL REPORT OF RECORDS HOLDINGS
For 1984
(Figures Represent Cubic Feet of Records)

CPI OFFICE	1.	2.	3.	4.	5.								6.	7.	8.	9.					
	Office	Card	Odd	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	18"Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ	
	Files	Size	Size	Mater	Tapes	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	Total	Total	83/84
10 DCT/PMO	413	14	65	43														3	553	534	+19
NIC	681				271													954	940	+1476	
76 PAO	381	3	227	108		19	2											740			
37 AS	193			50														243	217	+26	
36 OGC	621	58		3,350														5	4,039	3,888	+151
07 OIG	159	4		49														222	240	-19	
08 OLT	368	9		151														528	455	+73	
09 COMINT	255	39																296	327	-31	
04 ICS	1,778	47	16	741	5		13				1	2	14					2	2,619	2,297	+322
03 HISTORY	153	48		22		2		1					1					227	211	+16	
91 NTEB	56	1	11	36	1	1	1	12					20	150	1			5	295		
1984 TOTAL	5,058	223	319	4,821	6	22	16	13	1	3	26	183	1	9				15	10,716	10,105	+611
1983 TOTAL	4,845	259	309	4,538		21	1	4	2	4	102		9					11	10,105		
Difference	213	-36	+10	+283	+6	+1	+15	+9	+1	+1	+22	+81	+1	0				+4	+611		

DCI
ANNUAL REPORT OF RECORDS HOLDINGS
Statistics for Magnetic and Microform Records
For 1984

OPI OFFICE	5.										6.		
	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche
	(Number)	(Linear Feet)	(Number)	Number)	(Linear Feet)
10 DCI/RMO									16	588			18
NIC									11				
76 PAO		380		14									
37 AS													
36 OGC													
07 OIG													27
08 OLL													
09 COMPT													
04 ICS	38		92				6	11	29				12
03 HISTORY		38		2						1			
91 NIESO	10	10	10	24	—	—	100	300	100	—	—	—	32
1984 TOTAL	48	428	116	26	72	15	130	365	100	742			89
1983 TOTAL		426	9	7	—	11	19	205	—	741	—	—	64
Difference	+48	+2	+107	+19	+72	+4	+111	+160	+100	+1	—	—	+25

DDA
ANNUAL REPORT OF RECORDS HOLDINGS
For 1984
(Figures Represent Cubic Feet of Records)

OPI OFFICE	1.	2.	3.	4.	5.										6.	7.	8.	9.			
	Office	Card-	Odd-	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	18"Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ	
	Files	Size	Size	Mater	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	Fiche	Total	Total	83/84	
30 ODDA	297	3	11	163				17					1		1		493	400	+94		
32 ODC	2,390		48	2,689	174	61	321	33					157		37	1	4	5,915	5,459	+456	
35 ODC	2,930	125	235	1,113	14		56	4	3				10		1	6	10	4,507	4,724	-217	
62 ODC	2,189	6		3,389	8,533	6	84	355					1				1	14,564	15,741	-1,177	
31 ODC	2,755	221	32	502			2	5					1	1	70		1	3,590	3,764	-174	
33 ODC	989	41		179													11	1,210	2,093	-883	
34 ODC	1,752	31	966	178	5	13	9										53	3,007	2,794	+213	
35 ODC	15,024	51	88	976	34	1,045	94	37					17	33		1	3	17,403	17,189	+214	
36 ODC	2,989	134	296	6,731	10	578	396	7	61	1	2	14				1	7	11,227	11,473	-246	
37 ODC	3,838	72	5	385	2	1	7	10					1		14		1	4,336	3,793	+543	
38 ODC	200			60			4											264	228	+36	
1984 Totals	35,353	684	1,681	16,365	8,772	1,704	990	451	64	1	20	218	89	37	7	91	66,516	67,432	-916		
1983 Totals	34,137	635	801	18,348	10,292	1,380	873	402	63	15	11	253	71	39	11	101	67,432				
Differences	+1,216	+49	+880	-1,983	-1,520	+324	+117	+49	+1	-14	+9	-35	+18	-2	-4	-10	-916				

DDA
ANNUAL REPORT OF RECORDS HOLDINGS
Statistics for Magnetic and Microform Records
For 1984

OPI OFFICE	5.										6.			
	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro	
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Tapes	Reels	Reels	Cards	fiche		
	(Number)	(Linear	Feet)	(Number)	(Linear	Feet))
30 ODDA		120							2	51				
33 OC	1,221	1,211	2,253	66					382		1,984	7	25	
35 OL	98		392	8	216				20		84		36	60
63 ODP	59,728	118	587	710					1	2				7
38 OP		16	10						5	2	5,910			6
34 OIS		8				2					114			63
39 OMS	35	258	50											318
31 OS	240	20,891	657	74					85	66				18
11 OTE	70	11,560	2,772	14	4,392		6	9	28		81			42
32 OP	14	20	49	20					2		80			
83 EEO			29								1,200			6
1984 TOTAL	61,406	34,058	6,933	902	4,608	8	100	504		7,520	1,984	43	545	
1983 TOTAL	72,053	27,605	6,075	800	4,551	92	56	505		5,712	2,126	66	607	
Difference	-10,647	+6,453	+858	+102	+57	-84	+44	-1		+1,808	-142	-23	-62	

DDI
ANNUAL REPORT OF RECORDS HOLDINGS
For 1984
(Figures Represent Cubic Feet of Records)

OPI OFFICE	1.				2.				3.				4.				5.				6.				7.				8.				9.						
	Office	Card	Odd	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	15"Mag	18"Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ	Files	Size	Size	Mater	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	Total	83/84	
29 DDPD	1,112	11	495	13				8			3										1,642	1,656	-14																
13 OVI	4,556	13	1,292	2,289	42			3	4	1				40						25	8,266	8,358	-92																
12 OCP	6,466	2,830	13,740	19,169	84	1	378	15			2	3			97	149	307	137	43,378	55,295	-11,917																		
27 OIA	1,118	523	1,019	519	3			4	5		2	18			6		45	11	3,273	4,490	-1,217																		
26 ONSA	5,110	10	20	1,910	1			1	3				2							16	7,073	7,895	-822																
16 ONSP	980	29	775	1,518	27	26	183	8			3	2								3,551	2,947	+604																	
64 ONSP	4,717	178	1,291	1,300	961			9											6	1	6	30	8,499	7,840	+659														
86 AIA	1,230	1	1	337							2										53	1,624	1,569	+55															
87 NNSA	1,002		28	373																36				1,439	1,369	+70													
88 OIA	1,109	10	25	546																				1,690	4,199	-2,509													
89 DPPA	1,348			965															66							2,379	1,950	+429											
1984 TOTAL	28,748	3,605	18,191	29,421	1,131	27	578	43	1		14	165			109	151	358	272	82,814	97,568	-14,754																		
1983 TOTAL	31,292	2,978	18,708	42,257	943		364	22		2	11	28			92	142	369	360	97,568																				
Difference	-2,544	+627	-517	-12,836	+188	+27	+214	+21	+1	-2	+3	+137			+17	+9	-11	-88	-14,754																				

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OPI OFFICE	5.										6.			
	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro	
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	
	(Number) (Linear Feet		(Number) (Linear Feet		(Linear Feet) (
29 ODDI	91			15			13							
13 OGI	293			21	7	50		80				59		149
12 OCR	585		12	2,648	29			10	6		8,128	8,055	1,839	821
27 OIA	21			28	10			10	36		499		267	68
26 SOVA	6			10	6			10						96
16 OCPAS	189		510	1,281	16			13	4		34			2
64 OSWR	6,729			61							425	27	36	177
86 ALA								12						315
87 NES									72					
88 OEA														
89 EURA	—	—	—	—	—	—	—	—	132	—	—	—	—	—
1984 TOTAL	7,914	522	4,049	83	50		68	330		9,086	8,141	2,142	1,628	
1983 TOTAL	6,542		2,439	42	29	11	55	56		7,709	7,673	2,212	2,159	
Difference	+1,372	+522	+1,610	+41	+21	-11	+13	+274		+1,377	+468	-70	-531	

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OPI OFFICE	1.		2.		3.		4.		5.										6.		7.		8.		9.	
	Office	Card-	Odd-	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ						
	Files	Size	Size	Mater	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	Total	Total	183/84						
60 O/DRN&T	382	3	10	166				2	2									566	426	+140						
61 OSO	3,860	15	93	955	446				36									3	5,420	4,712	+708					
66 OPD	825	9	60	1,423	133	12	45	16					2	1	5			9	2,540	2,340	+200					
65 OD&E/PL	4,827	9	101	1,288	1	5	14	24										1	6,273	6,330	-57					
OD&E/PO	1,337	100	1,051	9,326	2,032	22	395	15					1	41	1	40		56	41	14,458	13,966	+492				
19 NPIIC	19,183	3,282	3,988	4,186	1,780	1	70	118					7	112	16	39	29	66	32,877	30,014	+2,863					
56 OTS	3,692	50	553	1,923	67	3	9	6	2						15	19	1	65	6,401	6,296	+105					
25 FBIIS	1,326	67	184	10,713				35	2								20	22		8	12,377	12,196	+181			
1984 TOTAL	35,432	3,535	6,040	29,980	4,459	43	570	213	2	2	10	176	1	108	62	85	193	80,912	76,280	+4,632						
1983 TOTAL	31,305	1,413	12,586	25,954	3,768	16	337	150	1	4	118	113			139	62	58	256	76,280							
Difference	+5,855	+2,122	-6,546	+4,026	+691	+27	+233	+63	+1	-2	-108	+63			+1	-31	0	+27	-63	+4,632						

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<u>OPI OFFICE</u>	5.										6.			
	Compt	Audio	Video	Disc	1WPMag	1WPMag	15"Mag	18"Mag	Paper	16mm	35mm	Apert	Micro	
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Disks	Tapes	Reels	Reels	Cards	fiche	
	(Number)	(Linear Feet)	(Linear Feet)	(Number)	(Linear Feet)
60 O/DDS&T				14	4				2					
61 OSO	3,120				72			4			895			18
66 ORD	924	246	317	32		12	5	10						52
65 OD&E/PL	7	100	100	48				4			181			2
OD&E/FO	14,223	438	2,767	29			4	82	65	3,370			335	247
19 NPIC	12,461	24	491	235			33	224		1,328	2,091	175		395
56 OTS	472	51	64	12		10		30		1,613	40			389
25 FBIS	—	—	245	4	—	—	—	—	—	1,650	1,165	—		45
1984 TOTAL	31,207	859	3,998	436		22	46	352	65	9,037	3,296	510		1,148
1983 TOTAL	26,379	324	2,358	300	72	26	590	225	19	11,640	3,339	346		1,537
Difference	+4,828	+535	+1,640	+136	-72	-4	-544	+127	+46	-2,603	-43	+164		-389

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	1.	2.	3.	4.	5.										6.	7.	8.	9.		
1984 OFFICE	Office	Card	Odd	Ref	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro	1984	1983	Differ
	Files	Size	Size	Mater	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Tapes	Reels	Reels	Cards	fiche	Total	Total	83/84	
1984 OFFICE	24,840	315	169		74	101	133	108	4	2	4	12		110	29		153	26,053	26,326	-272
1984 TOTAL	24,840	315	169		74	101	133	108	4	2	4	12		110	29		153	26,054	26,326	-272
1983 TOTAL	25,162	414	118	—	69	104	84	76	1	2	4	12		139	33		109	26,326		
Difference	-322	-117	+51	—	+5	-3	+49	+32	+3	0	0	0	—	-29	-4	—	+44	-272		

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<u>OPI OFFICE</u>	5.										6.			
	Compt	Audio	Video	Disc	WPMag	WPMag	5"Mag	8"Mag	Paper	16mm	35mm	Apert	Micro	
	Tapes	Tapes	Tapes	Packs	Tapes	Cards	Disks	Tapes	Reels	Reels	Cards	fiche		
	(Number		(Linear Feet		(Number	(Linear Feet)

DDO/RMO	515	2,010	932	216	258	12	22	24	9,270	1,555	919		
1984 TOTAL	515	2,010	932	216	258	12	22	24	9,270	1,555	919		
1983 TOTAL	484	2,080	589	151	64	13	19	24	11,669	1,805	654		
Difference	+31	-70	+343	+65	+194	-1	+3	0	-2,399	-250	-265		